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BOARD OF SUPERVISORS

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December 16, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL TO ACCEPT A GRANT AWARD FROM FIRST 5 LA
TO SUPPORT MATERNAL, CHILD, AND ADOLESCENT HEALTH
PROGRAM'S LOS ANGELES MOMMY AND BABY PROJECT
AND APPROVAL OF AN APPROPRIATION ADJUSTMENT
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

SUBJECT

Request approval to accept a Grant Award from First 5 LA to receive funds to support the Maternal, Child & Adolescent Program's Los Angeles Mommy and Baby Project survey for the period commencing date of Board approval through June 30, 2009, with provisions for up to four one-year automatic renewals through June 30, 2013.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Director of the Department of Public Health (DPH), or his designee, to accept and execute Grant Award Number 07337 (Exhibit I) from First 5 LA to support DPH Maternal, Child, & Adolescent Health Program's (MCAH) Los Angeles Mommy and Baby (LAMB) Project survey effective upon the date of Board approval through June 30, 2009, with provision for up to four one-year automatic renewals through June 30, 2013 in an amount not to exceed \$999,968, contingent on satisfactory performance and the availability of funds, at no net County cost.
2. Delegate authority to the Director of DPH, or his designee, to execute amendments to Grant Award Number 07337 that permit the rollover of unspent funds and/or increase or decrease funding up to 25 percent of the total annual amount of the Grant Award, subject to review and approval by County Counsel and the Chief Executive Office and notification to the Board offices.

3. Authorize DPH to fill two (2) part-time Student Professional Worker II items in excess of what is provided for in DPH's staffing ordinance, pursuant to Section 6.06.020 of the County Code and subject to allocation. These positions are 100 percent offset by First 5 LA funds received under Grant Award Number 07337.
4. Approve the Request for Appropriation Adjustment (Exhibit II) in the amount of \$259,000 for Fiscal Year (FY) 2008-2009. This Appropriation Adjustment will increase DPH's budgeted Salaries and Employee Benefits (S&EB) appropriation by \$28,000 and Services and Supplies (S&S) appropriation by \$231,000, and is fully offset by grant funding from First 5 LA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board approval of this action will allow DPH to accept grant funds from First 5 LA to form a research partnership with First 5 LA that supports LAMB Project activities for a five year period. The LAMB Project will enable DPH to survey over 10,000 mothers within the County who delivered babies and reside in the County in 2009 and 2011, and to monitor maternal experiences that occur before, during, and after pregnancy. DPH will also analyze survey data and disseminate results to the community.

Project need is based on: (1) lack of information on the perinatal (preconception, prenatal and postpartum) population; (2) the need to identify and evaluate problems in communities for purposes of program planning and service development; and (3) community involvement to identify areas for public health intervention and development of resources for improved services. The project will help MCAH to tailor programs and interventions to the specific health risks of mothers and infants. Information from this study will allow for collaboration with other programs within Public Health. Data sharing between programs will ensure the best assessment of health in the County.

The additional S&S appropriation of \$231,000, under the attached Appropriation Adjustment, will be used for various operating expenses, including equipment, training and contracted services. Specifically, the contracted services will include verification of mailing addresses and telephone numbers of mothers being surveyed, and will provide data operation services to print, assemble, distribute survey material and enter gathered data. The additional S&EB appropriation of \$28,000 will be used for personnel costs associated with the hiring of two (2) part-time Student Professional Worker II items.

Implementation of Strategic Plan Goals

This action supports Goal 5, Children and Families' Well-Being and Goal 7, Health and Mental Health of the County Strategic Plan, by surveying mothers and monitoring maternal and child health experiences.

FISCAL IMPACT/FINANCING

The total cost of MCAH's LAMB Project for five years is approximately \$2,360,070, comprised of an amount not to exceed \$999,968 in funding from First 5 LA. The total program cost for MCAH's LAMB Project for FY 2008-2009 is \$590,466. Of this amount, \$322,484 will be funded by First 5 LA to support the LAMB Project. Approximately 75 percent of the remaining \$267,982 will be funded by net County cost (approximately \$201,000), and the remaining 25 percent will be funded through Title XIX Medi-Cal Administrative Activities and California State Maternal and Child Block Grant funds (approximately \$67,000) provided by the California Department of Public Health.

The attached Request for Appropriation Adjustment (Exhibit II) in the amount of \$259,000 will increase DPH's FY 2008-2009 S&S and S&EB appropriations, fully offset by grant funding from First 5 LA to support MCAH's LAMB Project. The remaining funding and the two (2) Student Professional Worker II positions will be included in DPH's FY 2009-2010 Proposed Budget request. Funding for future fiscal years will be requested, as necessary.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The infant death rate in the County increased from 4.9 infant deaths per 1,000 live births in 1999 to 5.5 in 2002, an increase of 12.2 percent. Although the Antelope Valley Service Planning Area (SPA) 1 represented 6 percent of the infant deaths reported in 2002, its infant death rate surpassed other SPAs, showing an increase of 112 percent between 1999 and 2002, while the rest of the County remained relatively stable. The SPA 1 infant death rate rose from 5.0 in 1999 to 10.6 deaths per 1,000 live births (35 and 52 deaths, respectively).

In October 2004, LAMB was implemented in the Antelope Valley area to identify factors associated with low birth weight, preterm birth, and adverse birth outcomes associated with infant mortality. The LAMB project has expanded Countywide with over 5,000 new mothers in the County completing surveys every two years. Results from this project were disseminated to community-based organizations and medical providers to develop and improve efforts to address poor birth outcomes, such as infant mortality or low birth weight.

On February 5, 2008, DPH received a contract award letter from First 5 LA to form a research partnership with First 5 LA to monitor the health of mothers and infants over five years and identify the potential association between possible factors and poor birth outcomes. During the term of the contract, MCAH will conduct two LAMB surveys. One will take place in 2009 and another in 2011. MCAH will further analyze survey data, and disseminate findings to community stakeholders to form recommendations and strategies to improve birth outcomes.

County Counsel has approved Exhibit I as to form. Exhibit II is the Appropriation Adjustment. Attachment A is the Grant Management Statement.

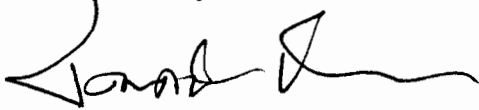
IMPACT ON CURRENT SERVICES (OR PROJECT)

Approval of the recommended action will allow DPH to accept grant funds for the continuation of the LAMB Project. Survey findings from the LAMB Project will assist MCAH and the community in identifying evidence based strategies for public health intervention, and improved resources and services to reduce infant mortality, low birth weight, and preterm births.

CONCLUSION

When approved, DPH requires four signed copies of your Board's action.

Respectfully submitted,



Jonathan E. Fielding, M.D., M.P.H.
for Director and Health Officer

JEF: yl
Attachments (3)

c: County Counsel
Director and Health Officer, Department of Public Health

CONTRACTOR

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH-
MATERNAL CHILD AND ADOLESCENT
HEALTH**

Contract No. 07337

CONTRACTOR

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC HEALTH-
MATERNAL CHILD AND ADOLESCENT
HEALTH**

Contract No. 07337

CONTRACT

This Contract, made and entered into on this _____, by and between the LOS ANGELES COUNTY CHILDREN AND FAMILIES FIRST - PROPOSITION 10 COMMISSION (aka FIRST 5 LA) whose address is 750 North Alameda Street, Third Floor, Los Angeles, California 90012, hereinafter referred to as the "COMMISSION" and the County of Los Angeles Department of Public Health- Maternal Child and Adolescent Health whose address is 600 S Commonwealth Ave., Suite 800A, Los Angeles California 90005 hereinafter referred to as the "CONTRACTOR." All of CONTRACTOR'S activities and services to be provided hereunder will support the COMMISSION'S strategic plan efforts and will be coordinated and overseen by COMMISSION staff as designated below.

I. SCOPE OF WORK

The CONTRACTOR shall provide description of project, statement of purpose, timeline, schedule of activities, and deliverables as set forth and described in the Scope of Work, which is attached and incorporated as **Exhibit A**. CONTRACTOR is to execute the work in order to ensure that the deliverables are met on time and on budget for First 5 LA and staff.

II. SCOPE OF ENGAGEMENT

Any services other than those noted in this Contract shall require a new COMMISSION-CONTRACTOR Contract. CONTRACTOR shall act at all times as an independent CONTRACTOR and this Contract shall not be deemed to create any form of partnership, joint venture or employment relationship between or among the COMMISSION and the CONTRACTOR, nor shall either party be in any way liable for any debt of the other. This Contract is non-assignable.

III. TERM OF CONTRACT

This Contract for the Los Angeles Mommy and Baby (LAMB) Project will be effective upon Approval by the County of Los Angeles Board of Supervisors, (effective date) through June 30, 2009 (termination date) unless either party gives prior written notice of termination. This contract may be extended for up to four one-year periods, which will be completed through an annual contract amendment process, through June 30, 2013 with the total cost not to exceed \$999,968 contingent upon the availability of COMMISSION funding, satisfactory work performance based on activities outlined in Exhibit A, timely submission of progress reports, and continual compliance with contract provisions.

IV. BUDGET

The Budget and Budget Narrative for the CONTRACTOR are attached as **Exhibit B** and form an integral part of this Contract.

In-direct costs included in the budget are limited to ten (10) percent of the personnel costs excluding fringe benefits. Incurred in-direct costs exceeding ten percent will become the responsibility of the CONTRACTOR.

Between the "effective date" and June 30, 2009 the CONTRACTOR shall receive from the COMMISSION total compensation not to exceed **THREE HUNDRED TWENTY TWO THOUSAND FOUR HUNDRED EIGHTY FOUR DOLLARS AND ONE CENT (\$322,484.01)** pursuant to the terms and conditions for payment set forth herein.

V. EXHIBITS

Exhibits A through C, as described below, are attached to and form an integral part of this Contract and are hereby incorporated by reference. Exhibit D, and E and F (as applicable) will be completed by the CONTRACTOR at later dates and forwarded to the COMMISSION on the designated due dates, as determined by the COMMISSION.

In the event of any conflict in the definition or interpretation of any word, responsibility, service, schedule, or contents of a deliverable product between the Contract and Exhibits, or among Exhibits, said conflict or inconsistency shall be resolved by giving precedence first to this Contract, and then to the Exhibits according to the following priority:

Exhibit A SCOPE OF WORK

Exhibit B BUDGET FORMS

Exhibit C ALL DOCUMENTS IN REQUIRED DOCUMENTS LIST

Exhibit D INVOICE FORM

Exhibit E PRELIMINARY REPORT(S)

Exhibit F FINAL REPORT

This Contract and the Exhibits hereto, together with the CONTRACTOR'S proposal constitute the complete and exclusive statement of understanding between the parties that supersedes all previous Contracts, written or oral,

and all other communications between the parties relating to the subject matter of this Contract. The Exhibits form an integral part of this Contract, and are hereby incorporated by reference. No amendment, promise, or Contract between the parties is valid unless the same is in writing executed by both parties.

VI. COMMISSION OBJECTIVES

Mission Statement

The mission of the COMMISSION is to make significant and measurable progress toward increasing the number of children from the prenatal stage through age 5 in Los Angeles County who are physically and emotionally healthy, safe and ready to learn when they reach school age.

Vision

The COMMISSION is committed to creating a future throughout Los Angeles' diverse communities where all young children are born healthy and raised in a loving and nurturing environment so that they grow up healthy, are eager to learn and reach their full potential.

Values

The COMMISSION intends to make its vision come true by shaping its efforts around five core values:

Families: We will acknowledge and amplify the voice of families so that they have the information, resources and opportunities to raise their children successfully

Communities: We will strengthen communities by enhancing their abilities to support families.

Results Focus: We will be accountable for defining results for young children and for our success in achieving them.

Learning: We will be open to new ideas and will modify our approaches based on what we learn.

Advocacy: We will use our unique role to build public support for policies and programs that benefit children prenatal through age 5 and their families.

Goals

The COMMISSION will accomplish its mission by partnering with communities and families in Los Angeles County to make measurable and

significant progress in the three priority goal areas of Early Learning, Health, and Safe Children and Families, as outlined in the Strategic Plan.

VII. AMENDMENTS

Any amendments requested by the CONTRACTOR that change any terms or conditions of work performed under this Contract shall be valid only if the requested change is made in writing and approved by authorized representatives of the CONTRACTOR and the COMMISSION. CONTRACTOR requests for modifications will not be accepted during the first two (2) months of the Contract period; and not more than ONCE thereafter, with the exception of the last quarter when there shall be none. CONTRACTOR must submit the written request one (1) month prior to the requested effective date of such modification.

Approval of any amendment will be contingent on the timely review and submission of the required documentation, this includes but is not limited to revised Exhibits A – Scope of Work and revised Exhibit B – Budget and Budget Forms, by the CONTRACTOR.

VIII. INDEPENDENT CONTRACTOR

The COMMISSION shall not be responsible for withholding taxes with respect to the CONTRACTOR compensation hereunder. The CONTRACTOR shall have no claim against the COMMISSION hereunder or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

IX. SUBCONTRACTORS

COMMISSION approves CONTRACTOR'S use of subcontractors to carry out its obligations under this Contract as specified as in Exhibit A.

No performance of this Contract or any portion may be assigned by CONTRACTOR without the written consent of the COMMISSION. Any attempt by the CONTRACTOR to assign performance of any of the terms of this Contract, in whole or in part, without said consent shall be null and void and shall constitute a breach of the terms of this Contract. In the event of such a breach, this Contract may be terminated. CONTRACTOR shall submit a list of subcontractors to the COMMISSION for written approval prior to subcontractor performing any work hereunder.

A function proposed by CONTRACTOR may be carried out under subcontracts; however, CONTRACTOR may not delegate its duties or obligations, nor assign its rights hereunder, either in whole or in part, without the prior written consent of COMMISSION, or their designee. Any such attempt at delegation or assignment without prior written consent shall be void. Any change whatsoever in the corporate structure of CONTRACTOR, the governing body of CONTRACTOR, the management of CONTRACTOR, or the transfer of assets of CONTRACTOR shall be deemed an assignment of benefits under the terms of this Contract requiring COMMISSION approval. No subcontract shall alter in any way any legal responsibility of CONTRACTOR to COMMISSION.

CONTRACTOR must submit a copy of the memorandum of understanding for each subcontractor to the COMMISSION for prior review and approval.

X. PROPRIETARY RIGHTS

CONTRACTOR agrees and acknowledges that its work pursuant to this Contract is, at COMMISSION'S direction, strictly limited to gathering data and other information relating to the LAMB Project research partnership. In that regard, the following limitations shall apply to the LAMB Project research partnership, in addition to any other conditions and limitations imposed by this Contract:

- A. All data and information collected by CONTRACTOR during the course of this project, in whatever form, shall be the property of the CONTRACTOR. CONTRACTOR shall maintain said data and information in form and substance consistent with accepted research practices throughout the course of this Contract. Research findings and results generated from the data may be used internally by the COMMISSION for planning purposes prior to publication by the CONTRACTOR. The COMMISSION will not disseminate any data beyond its internal staff without the consent of the CONTRACTOR.
- B. Both the CONTRACTOR and the COMMISSION shall implement and comply with adequate procedures to maintain the confidentiality of data and information collected pursuant to the Contract. Any raw data collected by the CONTRACTOR may be provided to the COMMISSION only after individual identifiers (with the exemption of zip codes) have been removed from the raw data. Any raw data should include the following demographic data points: age, date of birth, gender, ethnicity, Social Economic Status, education level. CONTRACTOR shall be responsible for complying with all applicable state and federal laws governing the gathering, use, and protection of personal information.

- C. For any data gathering, informed consents shall be obtained and the CONTRACTOR is responsible for fulfilling any requirements pertaining to and in compliance with HIPAA and an Institutional Review Board for Human Subjects Protection.
- D. At the conclusion of CONTRACTOR'S work, whether through expiration or termination of this Contract, CONTRACTOR shall provide a copy of cleaned data sets and information collected to COMMISSION, along with all required reports in the following format: (1) descriptive data on all survey items, (2) final request for data from First 5 LA, (3) dataset with frequencies and descriptives and (4) reports must be submitted in electronic format within 60 days after expiration or termination to Evelyn V. Martinez, Executive Director of the Los Angeles County Children and Families First - Proposition 10 Commission (aka First 5 LA) with copies sent to designated director.
- E. CONTRACTOR shall maintain notes, business records, and working papers on file for a period of not less than four (4) years following the termination or expiration of this Contract, and shall provide COMMISSION access to said records for inspection and copying upon seven (7) days written notice from COMMISSION. CONTRACTOR specifically agrees to comply with the California Public Records Act (Government Code Section 6250, *et seq.*) as directed or requested by COMMISSION.
- F. Any software or equipment developed by CONTRACTOR at COMMISSION'S direction and/or expense during the course of this Contract shall become the joint property of COMMISSION AND CONTRACTOR. COMMISSION shall have the right to consent to and participate financially in any licensing or sales Contract relating to such software or equipment.
- G. The timing, format, and manner of the dissemination of any data or information gathered pursuant to this Contract and any report of results, conclusions or recommendations prepared by CONTRACTOR shall be communicated to the COMMISSION and the COMMISSION will be given the opportunity to review and provide comment specifically regarding journal articles, press releases, authored or published materials produced by the Principal Investigator or Co-Investigators, that will be disseminated broadly in the public domain prior to finalizing the information or document.

- H. The CONTRACTOR will not unreasonably deny COMMISSION'S (1) requests to receive data sets from the CONTRACTOR which the COMMISSION may manipulate or analyze (2) access to data sets and corresponding code books or explanations of database structure and (3) information collected pursuant to this Contract for derivative studies and/or other purposes. Specifically, the COMMISSION can utilize data for public health, research and planning purposes.
- I. If the CONTRACTOR uses any data from this project for a purpose that will result in profit or financial compensation to CONTRACTOR or any party related to CONTRACTOR, such fact must be disclosed in a written request for consent by CONTRACTOR and submitted to the COMMISSION. In such cases, COMMISSION shall have the right to enter into a royalty, licensing, or reimbursement Contract with CONTRACTOR, as appropriate, prior to giving its consent, to compensate or reimburse COMMISSION for the use of its data and information. COMMISSION shall not seek compensation or reimbursement for the permitted use of its data and information for purely academic or scientific purposes. In published material arising out of academic or scientific activities, CONTRACTOR shall acknowledge the participation and funding with "Funded without endorsement, by First 5 LA" and shall provide the COMMISSION with two (2) copies of the published material.
- J. CONTRACTOR shall implement and comply with adequate procedures to maintain the confidentiality of data and information collected pursuant to this Contract.
- K. CONTRACTOR must maintain a record for each item of tangible real or personal property of a value in excess of five hundred dollars (\$500.00) acquired with First 5 LA funds pursuant to this Contract, which records shall include the model number, serial number, legal description (if applicable), cost, invoice or receipt, and date acquired.
- L. COMMISSION and CONTRACTOR agree that all personal property purchased with funds provided under this Contract shall become the property of the COMMISSION upon completion or termination of contract, unless otherwise determined by the COMMISSION.

This section is applicable to all subcontractors in the performance of their services under the Program.

XI. CONFLICT OF INTEREST

It shall be the responsibility of CONTRACTOR to abide by conflict of interest laws and regulations applicable to the CONTRACTOR under California law. CONTRACTOR acknowledges that he/she/it is acting as public official pursuant to this Contract and shall therefore avoid undertaking any activity or accepting any payment, employment or gift from any third party that could create a legal conflict of interest or the appearance of any such conflict. A conflict of interest exists when one has the opportunity to advance or protect one's own interest or private interest of others, with whom one has a relationship, in a way that is detrimental to the interest, or potentially harmful for the integrity or fundamental mission of the Commission. CONTRACTOR shall maintain the confidentiality of any confidential information obtained from the COMMISSION during this Contract and shall not use such information for personal or commercial gain outside this Contract. By agreeing to this Contract and accepting financial compensation for services rendered hereunder, CONTRACTOR agrees that he/she/it may not subsequently solicit or accept employment or compensation under any program, grant or service that results from or arises out of the **Los Angeles Mommy and Baby (LAMB) Project**. During the term of this Contract and for one year thereafter, CONTRACTOR shall not knowingly solicit or accept employment and/or compensation from any COMMISSION collaborator or CONTRACTOR without the prior written consent of the COMMISSION.

XII. INFORMATION TECHNOLOGY REQUIREMENTS

CONTRACTOR will be responsible for coordinating with COMMISSION'S Information Technology (IT) Department regarding the design, development, structure and implementation of the IT components, including all databases, documents and spreadsheets, applicable to its program. The following IT specifications are to be applied, if applicable, in relation to the scope of CONTRACTOR'S program:

- A. Hardware and Software compatibility with industry hardware, software, & security standards to allow adequate compatibility with the COMMISSION'S infrastructure.
- B. Open Data Base Connectivity (ODBC) compliant for data collection and dissemination purposes.
- C. Ability to collect information at the client-level, as necessary.
- D. Compatibility and ability to aggregate information in multiple ways: by initiatives, geographic boundaries, service types, program outcomes, and COMMISSION outcomes.
- E. Ability to export to and import the data collected.
- F. CONTRACTOR will be required to obtain a digital certificate to submit documentation to COMMISSION electronically for recording and processing

by COMMISSION staff. Digital certificate must be obtained from approved Certificate Authority (CA) vendor providing a Public Key Infrastructure (PKI). Digital certificate must be maintained by CONTRACTOR throughout contract period.

XIII. INSURANCE

Without limiting CONTRACTOR'S duty to indemnify COMMISSION during the term of this Contract, CONTRACTOR shall provide and maintain at its own expense the following programs of insurance throughout the term of this Contract. Such programs and evidence of insurance shall be issued by insurers admitted to conduct business in the State of California, with a minimum A.M. Best's rating of A: VII unless otherwise approved in writing as satisfactory to the COMMISSION. Certificates or other evidence of insurance coverage and copy(ies) of additional insured endorsement(s) and/or loss payee endorsement(s), as applicable, shall be delivered to COMMISSION at the address specified in Section XXIV **prior to the commencement of work** under this Contract. Each policy of insurance shall provide that coverage will not be materially modified, terminated, or non-renewed except after thirty (30) days prior written notice has been given to the COMMISSION.

Notwithstanding any other provisions of this Agreement, failure by CONTRACTOR to maintain the required insurance shall constitute a breach of this Contract and COMMISSION may immediately terminate or suspend this Contract as a result, or secure alternate insurance at CONTRACTOR'S expense. CONTRACTOR shall ensure that subcontractors comply with all insurance requirements described in this Section.

It is specifically agreed by the Parties that this Section XIII shall supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs this Section XIII. Nothing in this Contract is to be interpreted as limiting the application of insurance coverage as required herein. All insurance coverage and limits provided by CONTRACTOR and its subcontractors shall apply to the full extent of the available and applicable policies. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by any insurance policy. Specific reference to a given coverage feature is for purpose of clarification only and is not intended by any party to be all inclusive, or to the exclusion of any other coverage, or a waiver of any type.

CONTRACTOR'S liability insurance shall be primary and non-contributory. All coverage shall be provided on a "pay on behalf" basis, with defense costs

payable in addition to policy limits. There shall be no cross liability exclusion on any policy.

“Los Angeles County Children and Families First – Proposition 10 Commission (or if abbreviated, LA Cty Prop 10 Commn.), its officers, agents, consultants and employees” are to be included as additional insured with regard to liability and defense of claims arising from the operations and uses performed by or on behalf of the CONTRACTOR.

CONTRACTOR and subcontractors shall provide policies of liability insurance of at least the following coverages and limits:

A. Commercial General Liability Insurance

Such insurance shall be written on a commercial general liability form with minimum limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) in the aggregate. Coverage may be on an occurrence or claims-made basis. If written on a Claims Made form, the CONTRACTOR must purchase an extended two-year reporting period commencing upon termination or cancellation of the insurance policy.

B. Business Auto Liability

Primary coverage shall be provided on ISA Business Auto Coverage forms for all owned, non-owned, and hired vehicles with a combined single limit of not less than one million dollars (\$1,000,000) per accident. Automobile physical damage shall be required on an actual cash value basis for comprehensive and collision coverage with maximum deductibles of \$1,000 each accident for those vehicles funded by this Contract and for which the COMMISSION has an ownership interest. The COMMISSION shall be named as Loss Payee, as their interest may appear.

C. Workers Compensation Insurance

Such insurance shall be in an amount and form to meet all applicable requirements of the Labor Code of the State of California.

D. Professional Liability Insurance

Such insurance shall cover liability arising from any error, omission, or negligent or wrongful act of CONTRACTOR or its employees, with a limit of liability of not less than one million dollars (\$1,000,000) per medical incident for medical malpractice liability, or of not less than one million

dollars (\$1,000,000) per occurrence for all other types of professional liability. Only CONTRACTORS, who have a professional liability exposure relating to the work performed for COMMISSION under the terms of this contract, are required to provide evidence of Professional Liability coverage.

E. Property Insurance

Such insurance shall be required only in the event the Contract is providing funds for real property or personal property, including equipment and has an ownership interest in that property. Coverage on real and personal property shall be on a replacement cost basis, written on a Special Causes of Loss form including employee dishonesty coverage, with a deductible no greater than \$1,000 each occurrence. COMMISSION shall be named as Loss Payee, as their interest may appear.

F. Crime Coverage Insurance

Such insurance shall be in the amount not less than twenty-five thousand dollars (\$25,000) covering against loss of money, securities, or other property referred to hereunder which may result from employee dishonesty, forgery or alteration, theft, disappearance and destruction, computer fraud, burglary and robbery.

Evidence of Self Insurance

Legally adequate evidence of self-insurance meeting the approval of the COMMISSION'S Legal Counsel may be substituted for any coverage required above. CONTRACTOR must submit a copy of the self-insured certificate issued by the State of California.

XIV.LIABILITY AND INDEMNIFICATION

To the full extent permitted by law, CONTRACTOR shall defend, indemnify and hold harmless COMMISSION, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred by CONTRACTOR, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever incurred in relation to, as a consequence of or arising out of or in any way attributable in whole or in part to CONTRACTOR'S performance of this Contract including, without limitation, matters of active or passive negligence on the part of the COMMISSION. This duty to indemnify and defend shall not extend to such

losses, actions, or damages arising out of or caused by COMMISSION'S sole negligence as determined by a court of competent jurisdiction.

XV. ACCOUNTABILITY

- A. The CONTRACTOR will work under the direction of Evelyn V. Martinez, Executive Director of Los Angeles County Children and Families First – Proposition 10 Commission (aka First 5 LA) and/or designated departmental director(s) of Planning and Development, Grants Management, Contracts & Legal Compliance, Finance, Public Affairs, and/or Research and Evaluation to ensure appropriate documents and activities are in compliance. The CONTRACTOR shall copy all communications to designated director(s) and will deliver routine updates and check-ins including preliminary reports (Exhibit E) and final reports (Exhibit F), over the course of this Contract period.
- B. The COMMISSION will make relevant, non-confidential and non-privileged information available and accessible to the CONTRACTOR in order to successfully complete the project.
- C. The CONTRACTOR will deliver all work and final products on time and on budget unless otherwise agreed upon in writing and in advance by COMMISSION and CONTRACTOR, with the highest degree of quality and service to the COMMISSION. The CONTRACTOR should not introduce new work and deliverables without the authorization of the COMMISSION.
- D. Both CONTRACTOR and COMMISSION will conduct themselves and their work in an ethical manner with high integrity and respect for the individuals involved in this process.
- E. COMMISSION reserves the right to modify this CONTRACT and the programs and services provided by CONTRACTOR pursuant to this Contract based on the results of its evaluation(s) and review(s). In addition, COMMISSION may use the results of such evaluation(s) and review(s) in decisions regarding possible future funding, extension, or renewal of CONTRACTOR'S program and service. The evaluation(s) shall include, but are not limited to, Contract compliance, quality of work and implementation process. COMMISSION at its sole discretion will conduct on-going assessments of the research partnership.
- F. CONTRACTOR is required to comply with Section 3410 of the Public Contracts Code which requires preference to United States-grown produce and United States-processed foods when there is a choice and it is economically feasible to do so.

G. CONTRACTOR is required to comply with Chapter 3.5 Section 22150 Part 3 - Division 2 of the Public Contracts Code which required the purchase of recycled products, instead of non-recycled products, whenever recycled products are available at the same or lesser total cost than non-recycled items. CONTRACTOR may give preference to suppliers of recycled products and may define the amount of this preference.

The CONTRACTOR shall not provide technical assistance to any grantee, agency, and/or collaborators with which the CONTRACTOR has a prior or existing business relationship. It is the responsibility of CONTRACTOR to avoid any activity that might create a legal conflict of interest under California law or the appearance of any such conflict. CONTRACTOR shall maintain the confidentiality of any confidential information obtained from COMMISSION during the course of this Contract.

XVI.INTERPRETATION AND JURISDICTION

This Contract shall be interpreted pursuant to the laws of the State of California. CONTRACTOR expressly agrees that the jurisdiction and venue for any litigation or arbitration brought to enforce any term of this Contract shall be in state court in Los Angeles County, California, and CONTRACTOR hereby consents to such jurisdiction and venue.

XVII. COMPLIANCE WITH APPLICABLE LAWS

CONTRACTOR shall conform to and abide by all Municipal, County, State of California and Federal laws and regulations, and ordinances licensing and accrediting authorities, insofar as the same or any of them are applicable. This includes standards of professional ethics governing the use of assessment tools, the provision of services via the Internet and telephone, and the dissemination of information and educational materials.

XVIII. PAYMENTS TERMS

All checks are to be made out to **COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH** and mailed to **5555 Ferguson Drive, Room 100-500 Commerce, California 90022**. Monthly invoices based on actual expenses and activities completed as outlined in scope of work are to be submitted by the CONTRACTOR to the COMMISSION by the 20th day of each month and must be addressed to the attention of Evelyn V. Martinez, Executive Director of the Los Angeles County Children and Families First Proposition 10 Commission (aka First 5 LA). Within ten (10) business days following COMMISSION'S receipt of a properly completed invoice, COMMISSION shall notify CONTRACTOR in writing of any disputed amounts included on the invoice. COMMISSION agrees to pay CONTRACTOR all undisputed amounts included on the invoice within thirty (30) calendar days of receipt of the invoice. All invoices submitted on or before 20th day of the month, will be processed in manner outlined above. **LATE INVOICES WILL BE PROCESSED IN THE SUBSEQUENT MONTH FROM DATE OF RECEIPT**. Final payment will be made based on successful completion of the Contract and reports have been submitted to the COMMISSION. If CONTRACTOR does not comply with the timeframe set forth in this Section XVIII, CONTRACTOR will be considered out of compliance and may be subject to sanctions including but not limited to a penalty not to exceed five percent (5%) of each outstanding invoice.

XIX. LIMITATION OF COMMISSION OBLIGATIONS DUE TO LACK OF FUNDS

COMMISSION'S payment obligations pursuant to this Contract are payable solely from funds appropriated by COMMISSION for the purpose of this Contract. CONTRACTOR shall have no recourse to any other funds allocated to or by COMMISSION. CONTRACTOR acknowledges that the funding for this Contract is limited to the term of the Contract only, with no future funding promised or guaranteed.

The COMMISSION and the CONTRACTOR expressly agree that full funding for the Contract over the entire Term of Contract is contingent on the continuing collection of tax revenues pursuant to Proposition 10 and the continuing allocation of Los Angeles County's share of those revenues to the COMMISSION. In the event of any repeal, amendment, interpretation, or invalidation of any provision of Proposition 10 that has the effect of reducing or eliminating the COMMISSION'S receipt of Proposition 10 tax revenues, or any other unexpected material decline in the COMMISSION'S revenues, the

COMMISSION may reduce or eliminate funding for current or subsequent Contract years at a level that is generally proportionate to the reduction.

XX. TERMINATION OF SERVICES

Either party may terminate this Contract after providing ten (10) days written notice to the other party at the address first set forth above. When CONTRACTOR'S services conclude, all unpaid fees and expenses become due and payable. Upon such termination, only those documented, earned and unpaid fees and expenses earned by CONTRACTOR prior to such termination pursuant to the budget attached hereto as Exhibit B shall become due and payable. Any amount paid in advance to CONTRACTOR and not yet earned shall be refunded to COMMISSION within thirty (30) calendar days of termination.

In the event, either party has violated any significant terms or conditions of this Contract and/or committed an act or offense which indicates a lack of business integrity or business dishonesty, the COMMISSION and/or CONTRACTOR shall immediately terminate this Contract.

XXI. ENTIRE UNDERSTANDING

This document and the Exhibits which are hereby incorporated and referenced constitute the entire understanding and agreement of the parties, and any and all prior agreements, contracts, understandings, and representations are hereby terminated and cancelled in their entirety and are of no further force or effect. The provisions of this Contract shall govern over any inconsistent provisions contained in any exhibit hereto.

XXII. ATTORNEY FEES

The prevailing party in any legal action brought due to a material breach by the other, or to enforce the terms of this Contract, shall be entitled to recover its costs of suit including, without limitation, reasonable attorneys fees.

XXIII. RECORDS AND AUDITS

COMMISSION reserves the right at any time during CONTRACTOR business hours at its discretion and upon reasonable notice to audit, examine records and require supporting documentation to substantiate CONTRACTOR reported expenses and basic service level estimates of work completed.

XXIV. NOTICES

Any notices, reports, or invoices required by this Contract shall be deemed received on: (a) the day of delivery if delivered by hand or overnight courier service during CONTRACTOR'S and COMMISSION'S regular business hours or by facsimile before or during CONTRACTOR'S regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, addressed as set forth below, or to such other addresses as the Parties may, from time to time, designate in writing.

Notices to CONTRACTOR

Notices will be sent to CONTRACTOR addressed as follows:

Primary Contact Person	Telephone	E-mail
Fiscal Contact Person	Telephone	E-mail
CONTRACTOR Name		
CONTRACTOR Address		

Notices to COMMISSION

Notices sent to COMMISSION shall be addressed as follows:

FIRST 5 LA
Attention: Evelyn V. Martinez, Executive Director
750 North Alameda Street, Suite 300
Los Angeles, California 90012

With a copy of any Contract changes or amendments to:

Craig A. Steele
Richards, Watson & Gershon
355 S. Grand Avenue, 40th Floor
Los Angeles, California 90071

Notice of Delays

When either party has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of any provisions of this Contract, that party shall, within three (3) business days, give written notice, including relevant information, to the other party.

[SIGNATURES BEGIN ON FOLLOWING PAGE]

XXV. SIGNATURES

In WITNESS WHEREOF, this Contract has been executed as of the date set forth above by the respective duly authorized signatories below.

CONTRACTOR

Agreed & Accepted

Gary Izumi
Acting Division Chief Contracts and Grants
County of Los Angeles Department of Public
Health- Maternal Child and Adolescent Health

Date

COMMISSION

Approved as to form:

Craig A. Steele
Legal Counsel

Date

Agreed & Accepted:

Evelyn V. Martinez
Executive Director
Los Angeles County Children and Families First
Proposition 10 Commission (aka First 5 LA)

Date

EXHIBIT A – SCOPE OF WORK

Contract Number: _____ Contract Period: Upon Board Approval - June 30, 2009

Agency Name: County of Los Angeles Department of Health Services
Maternal, Child and Adolescent Health Programs

Project Name: Los Angeles Mommy and Baby (LAMB) Project

Project Length: Up-to- 5 Years

Revision Date: _____ (Office Use Only)

Report Period: _____

Submission Date: _____

Project Goals and Objectives:

- Contractor will provide at least a 60% response rate for the LAMB survey
- Contractor will work to increase response rates of at least 5% over time among African American, Asian and Pacific Islander populations
- Contractor will work with First 5 LA to achieve the desired response rates for the LAMB survey (this includes coordination with First 5 LA's Public Affairs department)
- Produce and submit to First 5 LA an Annual Progress Report (in alignment with the Project Performance Measures to be developed, operations, tasks and timeline)
- Implement survey revisions based on First 5 LA needs and partner feedback
- Coordinate with First 5 LA Public Affairs department regarding messaging and dissemination of LAMB Survey findings as well as strategies to increase survey response rates

Year 1: Planning the Project and Starting to Collect 2009 LAMB Data

Task no.	MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	STAFF	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVES AND DOCUMENTATION
Task No. 0 (T0)	Obtain Board of Supervisors Approval	Develop Board packages: letter, exhibit, and scope of work: <ul style="list-style-type: none"> a. Obtain comments and suggestions from First 5 LA and County departments b. Finalize Board Package 	MCAH Staff	Award Date (AD) Anticipated 12-16-08	Received Board approval award letter

EXHIBIT A – SCOPE OF WORK

Task no.	MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	STAFF	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVES AND DOCUMENTATION
Task No. 1 (T1)	<u>Planning Meetings & Protect Work Plan</u> The Maternal Child and Adolescent Health (MCAH) Program will have completed a detailed project plan in coordination with First 5 LA staff	<p>Meet with First 5 LA staff to develop a detailed project work plan for the LAMB research partnership:</p> <ul style="list-style-type: none"> a. Identify project goals and benchmarks for each partnership year b. Clarify data needs of First 5 LA staff, project leads, and key stakeholders c. Develop project Performance Measures including details to achieve the desired response rates d. Develop a project timeline for each partnership year including the various waves of the survey to progress each phase of the partnership i.e., survey planning, implementation, analysis and dissemination e. Identify strategic partners and projected meeting dates to discuss coordination with other county-wide surveys and First 5 LA projects f. Coordinate LAMB Research Partnership efforts with First LA's Place-based evaluation, Strategic Planning efforts and cross-initiative data coordination 	Margaret Chao & First 5 LA Staff	November 1, 2008 - January 31, 2009	<p>Deliverable: Memo detailing the discussion points addressed during the meetings and agreed upon next steps</p> <p>Due Dates: Starting November 1, 2008</p> <p>Deliverable: Detailed Project Work Plan addressing the following:</p> <ul style="list-style-type: none"> a. List of Project Goals b. Outline of First 5 LA and key stakeholder data needs c. List of Performance Measures for the research partnership and details to achieve the desired response rates d. Project tasks and timeline for each research partnership year with a detailed outline of agreed upon deliverables e.g., reports, briefs, etc. e. List of strategic partners and a timeline of meeting dates to discuss survey coordination with other county-wide surveys and First 5 LA projects

EXHIBIT A – SCOPE OF WORK

Task no.	MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	STAFF	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVES AND DOCUMENTATION
Task No. 2 (T2)	<p>Partner Meetings: The MCAH Program will have obtained feedback and recommendations on expansions to the LAMB Survey</p>	<p>Coordinate with First 5 LA to convene meetings with strategic partners, evaluation consultants, First 5 LA staff and Commissioners:</p> <ol style="list-style-type: none"> Review current topics addressed in the LAMB survey, identify First 5 LA specific data gaps, needs and opportunities as well as data needs of partners to include adding and/or refining survey questions Prioritize topic areas and questions including identification of a sub-sample and/or data needs related to geographic areas, sub-groups, etc. Identify strategies to enhance LAMB implementation (operational processes and refinement of sampling scheme) 	Margaret Chao & First 5 LA Staff	December 1, 2008 – January 30, 2009	<p>f. Outline of how to coordinate the partnership with First 5 LA place-based evaluation and other key efforts</p> <p>Due Date: January 31, 2009</p> <p>Deliverable: Memo providing information on the following:</p> <ol style="list-style-type: none"> Highlighted discussion points and recommendations Summarized decisions regarding survey topic areas, survey questions and data needs i.e., sub-sample, sub-groups, geographic areas, etc. Recommendations regarding LAMB (1) survey implementation and refinement and (2) PRIORITY survey topics and survey questions (3) operational processes and refinements to the LAMB sampling scheme <p>Due Date: January 30, 2009</p>

EXHIBIT A – SCOPE OF WORK

Task no.	MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	STAFF	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVES AND DOCUMENTATION
Task No. 3 (T3)	<p><u>Revise LAMB Survey Domains, Survey Instrument & Methodology</u></p> <p>The MCAH Programs will revise the survey domains, survey instrument and methodology</p>	<p>Revise survey domains/topic areas and identify key survey questions based on stakeholder meetings:</p> <ol style="list-style-type: none"> Identify additional survey domains/topic areas to be included in the LAMB survey based on meetings with First 5 LA staff, partners and stakeholders Identify additional questions to be included in the survey and coordinate with First 5 LA staff to prioritize questions Develop a revised survey instrument based on the feedback from First 5 LA staff and partners Outline survey methodology and survey scheme 	Margaret Chao & First 5 LA	February 1, 2009 – March 30, 2009	<p>Deliverable:</p> <p>Memo providing information on the following:</p> <ol style="list-style-type: none"> Outline of survey domains/topic areas based on stakeholder meetings List of additional questions to be included in the survey <p>Deliverable:</p> <ol style="list-style-type: none"> Revised LAMB survey instrument with additional sample and revisions discussed and agreed upon with First 5 LA and key partners Outline of survey methodology and scheme <p>Due Date: March 30, 2009</p>
Task No. 4 (T4)	<p><u>Finalize Survey Instrument and Implementation Protocol</u></p> <p>The MCAH Programs will have finalized the survey instrument and the implementation protocol</p>	<p>The finalization of the survey instrument and implementation protocol will include the following:</p> <ol style="list-style-type: none"> Meet with First 5 LA to finalize the LAMB survey instrument Finalize survey administration protocol 	Margaret Chao	April 1, 2009 - June 15, 2009	<p>Deliverable:</p> <p>Copy of the following documents:</p> <ol style="list-style-type: none"> Finalized survey instrument Finalized survey administration protocol

EXHIBIT A – SCOPE OF WORK

Task no.	MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	STAFF	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVES AND DOCUMENTATION
		<ul style="list-style-type: none"> c. Finalize sampling scheme d. Finalize the timeline for both waves of the survey e. Develop survey database 			<ul style="list-style-type: none"> c. Finalized sampling scheme d. Finalized timeline for both waves of the survey e. Copy of the survey database <p>Due Date: June 15, 2009</p>
Task No. 5 (T5)	By March 31, 2009, the MCAH will have cleaned and completed the initial analysis of the 2007 LAMB Survey data.	<p>The following tasks will be achieved:</p> <ul style="list-style-type: none"> a. Clean 2007 LAMB data b. Complete prevalence tables for key perinatal health indicators c. Conduct additional analyses on relevant to First 5 LA's place based evaluation and Best Start Focus Area Planning d. Coordinate with First 5 LA project staff, Public Affairs and the Policy departments to disseminate 2007 LAMB survey findings e. Present 2007 LAMB work at the professional conferences 	<p>Margaret Chao & First 5 LA project staff, Public Affairs, and Policy department staff</p>	<p>November 1, 2008 – June 15, 2009</p>	<p>Deliverable:</p> <ul style="list-style-type: none"> a. Update Memo providing a status report on data cleaning and prevalence tables b. Outline of prevalence table data and data runs c. Write up of additional analyses conducted d. Meeting minutes with decision points and list of strategies and action plans to disseminate survey findings <p>Due Date: June 15, 2009</p>

EXHIBIT A – SCOPE OF WORK

Task no.	MEASURABLE OBJECTIVE(S)	IMPLEMENTATION ACTIVITIES	STAFF	TIMELINE	METHOD(S) OF EVALUATING OBJECTIVES AND DOCUMENTATION
Work on Task No. 6 will be contingent upon the status of the above deliverables and approval of First 5 LA staff.					
Task No. 6 (T6)	Beginning June 1, 2009, the MCAH will have initiated and in the process of completing the necessary operations to prepare for the LAMB mailings.	<p>The following tasks will be initiated:</p> <ol style="list-style-type: none"> Ensuring all resources and materials for LAMB project are in place, these include hiring of staff, and purchasing supplies such as gift certificates and office supplies Working with contractors to print all necessary LAMB mailing materials 	Margaret Chao	June 1, 2009 – June 30, 2009	<p>Deliverables:</p> <ol style="list-style-type: none"> Purchase orders submitted and are being followed and tracked Work with contractors and printing companies to develop timeline for completing printing, packaging and data entry tasks <p>Due Date: June 30, 2009</p>



First 5 LA Use Only
Grant #

EXHIBIT B

Projected Budget Summary Form (All Years Combined)

Applicant Name: _____
Project Name: _____

Cost Category	TOTALS (all years combined)					
	2008	2009	2010	2011	2012	Total First 5 LA Requested Funds
Personnel	70,413	76,790	76,790	76,790	76,790	377,572
Fringe Benefits (47.74%)	15,284	16,898	16,898	16,898	16,898	82,875
Total Personnel Cost	85,698	93,687	93,687	93,687	93,687	460,447
Operating expenses						
(2) Contracted Svcs (Excluding Evaluation)	127,990	5,000	132,990	5,000	5,000	275,980
(3) Equipment	9,496	-	10,544	-	-	20,040
(4) Printing/Copying	2,359	2,359	2,359	2,359	2,359	11,795
(5) Space	-	-	-	-	-	-
(6) Telephone	-	-	-	-	-	-
(7) Postage	4,800	175	4,800	4,975	-	14,750
(8) Supplies	-	-	-	-	-	-
(9) Employee Mileage and Travel	4,000	4,000	4,000	4,000	4,000	20,000
(10) Training Expenses	3,000	3,000	3,000	3,000	1,000	13,000
(11) Evaluation	-	-	-	-	-	-
(12) Other Expenses (Excluding Evaluation) - Incentives	79,100	-	72,100	-	-	151,200
Total Operating Expenses	230,745	14,534	229,793	19,334	12,359	506,765
(13) *Indirect Costs	6,041	6,679	6,679	6,679	6,679	32,757
GRAND TOTAL:	322,484	114,900	330,159	119,700	112,725	999,968
						1,360,102
						2,360,070

*Indirect Costs may not exceed 10% of Personnel Cost, excluding Fringe Benefits.

** Matching funds reflect MCAH in-kind support or from other grants, and are not based on Federal Matching.

EXHIBIT C

**AGENCY
INVOLVEMENT IN
LITIGATION
AND/OR
CONTRACT
COMPLIANCE**

**AGENCY INVOLVEMENT IN LITIGATION AND/OR
CONTRACT COMPLIANCE DIFFICULTIES**

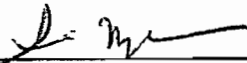
Agency Name: Los Angeles County Department of Public Health
Project Title: Los Angeles Mommy and Baby (LAMB) Project

Check YES or NO on the following questions. If a YES answer is checked, please explain fully the circumstances and include discussion of the potential impact on the program if funded. As part of the grant agreement process, the COMMISSION, as its own discretion, may implement procedures to validate the responses made below. The COMMISSION reserves the right to reject all or part of the grant agreement if false or incorrect information is submitted by the grantee.

	YES	NO
1. Is the organization currently, or within the past two (2) years, involved in litigation?		X
2. Is the director currently, or within the past two (2) years, involved in litigation related to the administration and operation of a program or organization?		X
3. Are any key staff members unable to be bonded?		X
4. Have there been unfavorable rulings by a funding source against the agency for improper management or contract compliance deficiencies?		X
5. Has the agency or agency director ever had public or foundation funds withheld?		X
6. Has the agency ever had its non-profit status revoked or withheld?		X
7. Has the agency or agency director refused to participate in any fiscal audit requested by a government agency or funding source?		X

EXPLANATION (Use additional pages, if necessary):

Litigation referenced involved in specific medical malpractice claims, No impact to the Healthy Kids outreach Partnership.

Signature:  Date: 7-8-08
(Must be signed by authorized signatory)

Contract Number:

BOARD OF SUPERVISORS
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Gloria Molina
Yvonne B. Burke
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
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**Los Angeles County Board of Supervisors**

Gloria Molina
1st District

Yvonne B. Burke
2nd District
Chair

Zev Yaroslavsky
3rd District

Don Knabe
4th District

Michael D. Antonovich
5th District

Executive Officer

Sachi A. Hamai
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[LA County Code](#)

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[Who to Contact](#)
[Public Education Program](#)

**Commissions**

[Fact Sheets](#)

**Lobbyist Info**

[Ordinance](#)
[Rules](#)
[Registration Forms](#)

Postgovernment Info

[Ordinance](#)
[Rules](#)

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[Statement of Economic Interests](#)
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Executive Office

The primary purpose of the Executive Office is to support the Board in its capacity as the governing body of the County of Los Angeles.
[Board Operations](#), [Records Management](#)

Meetings of the Board

[Board Agenda](#), [Request to Address the Board](#), [Board Meeting Schedule](#), [Board Meeting Recordings & Transcripts](#), [Online Meetings](#), [Board Meeting Results](#)

Property Assessment Appeals

[Public Education Program & Seminars](#), [How to Prepare For a Hearing](#), [Who Do You Call For Refunds / Assessments / Property Tax](#)

Commissions

[Fact Sheets](#), [Membership Rosters](#), [Arts Commission](#)

Lobbyist Information

[Lobbyist Registration Forms](#), [Lobbyist Quarterly Reports](#)

Resource Center

[Forms](#), [Reports](#), [Online Brochures](#)
[Sample List of Forms](#)

Delinquent Parents

Criminal charges have been filed against delinquent parents for willful failure to provide child support.

Rewards

Cash Rewards for
[Information on Crimes](#)

**Kids' Corner**

[Tour the Natural History Museum](#) and more.

Postgovernment Information

[Ordinance](#), [Rules](#), [Complaint Form](#)

LACERA Election Information:

Los Angeles County Employees Retirement Association Board of Investments and Board of Retirement Election Information.

Privacy Statement


**SIGNATURE
AUTHORIZATION
FORM**

CONTRACTOR SIGNATURE AUTHORIZATION FORM

Agency Name:	Los Angeles County Department of Public Health	Contract Number:	
Project Name:	Los Angeles Mommy and Baby Project	Contract Period:	September, 2008 -- June 30, 2013

INSTRUCTIONS: Check the appropriate boxes below and then sign and submit two (2) completed original forms. The form will be considered incomplete if the Certification section is not signed by the agency's authorized signatory, as delegated by bylaws or corporate resolution. If applicable, a copy of the board resolution must be included with completed form.

ALL SIGNATURES MUST BE DONE IN BLUE FOR VERIFICATION PURPOSES.

AUTHORIZED SIGNATORY	Print Name: Shin Margaret Chao	Title: Chief, Research, Evaluation and Planning Unit
	Signature: 	Date: 7-8-08
	<small>DOCUMENT(S) Authorized to sign:</small> <input checked="" type="checkbox"/> INVOICES <input checked="" type="checkbox"/> REPORTS <input checked="" type="checkbox"/> CONTRACT <input checked="" type="checkbox"/> CONTRACT AMENDMENTS <input checked="" type="checkbox"/> BUDGET & BUDGET AMENDMENTS	

AUTHORIZED SIGNATORY	Print Name: _____	Title: _____
	Signature: _____	Date: _____
	<small>DOCUMENT(S) Authorized to sign:</small> <input type="checkbox"/> INVOICES <input type="checkbox"/> REPORTS <input type="checkbox"/> CONTRACT <input type="checkbox"/> CONTRACT AMENDMENTS <input type="checkbox"/> BUDGET & BUDGET AMENDMENTS	

AUTHORIZED SIGNATORY	Print Name: Belinda Sngun	Title: DHS, Acting Grants Manager
	Signature: _____	Date: _____
	<small>DOCUMENT(S) Authorized to sign:</small> <input type="checkbox"/> INVOICES <input type="checkbox"/> REPORTS <input type="checkbox"/> CONTRACT <input type="checkbox"/> CONTRACT AMENDMENTS <input type="checkbox"/> BUDGET & BUDGET AMENDMENTS	

AUTHORIZED SIGNATORY	Print Name: _____	Title: _____
	Signature: _____	Date: _____
	<small>DOCUMENT(S) Authorized to sign:</small> <input type="checkbox"/> INVOICES <input type="checkbox"/> REPORTS <input type="checkbox"/> CONTRACT <input type="checkbox"/> CONTRACT AMENDMENTS <input type="checkbox"/> BUDGET & BUDGET AMENDMENTS	

CERTIFICATION: PER THE AGENCY'S BYLAWS AND THE ATTACHED BOARD RESOLUTION (IF APPLICABLE), I/WE HEREBY VERIFY THAT I AM AN AUTHORIZED AGENCY SIGNATORY/WE ARE AUTHORIZED AGENCY SIGNATORIES FOR THE AFOREMENTIONED AGENCY AND AS SUCH CAN SIGN AND/OR DELEGATE AUTHORIZATION TO SIGN AND BIND THE AGENCY AS IT RELATES TO THE ABOVE-REFERENCED PROGRAM TO THE DELEGATED AUTHORIZED SIGNATORY/SIGNATORIES LISTED ON THIS FORM.

SIGNATURE AUTHORIZATION IS PROVIDED TO AGENCY AUTHORIZED SIGNATORY BELOW:	<input type="checkbox"/> PER SECTION (INCLUDE SECTION NUMBER) _____ OF THE AGENCY'S BYLAWS <input type="checkbox"/> PER THE BOARD'S RESOLUTION (COPY ATTACHED)
GRANT AGREEMENT/AMENDMENTS WILL REQUIRE:	<input type="checkbox"/> ONE SIGNATURE PER BYLAWS OR <input type="checkbox"/> TWO SIGNATURES PER BYLAWS or AS A CORPORATION*

AGENCY AUTHORIZED SIGNATORY:	Name: JONATHAN E. FREEDMAN	Title: DPH, Chief Deputy
	Signature: _____	Date: _____

**AGENCY AUTHORIZED SIGNATORY:	Name: Gary Izumi	Title: Acting Division Chief, Contracts & Grants
	Signature: _____	Date: _____

*If Grantee is a corporation, two (2) authorized signatories will be required on all documents submitted, unless specified in the organization's Bylaws or corporate resolution.

IMPORTANT NOTE: If the signature authorization status of any individual changes during the term of the grant agreement, it is the responsibility of the grantee to contact their respective Program Officer regarding the change and to complete and submit a new Signature Authorization Form. Incorrect information on file may delay the processing of any of the documents submitted.

USE NEW PAGE FOR ADDITIONAL AUTHORIZED SIGNATORIES. ALL ADDITIONAL PAGES MUST BE SIGNED BY THE AGENCY'S AUTHORIZED SIGNATORY OR SIGNATORIES.



Champions For Our Children

Form: 1 of 1

CONTRACTOR SIGNATURE AUTHORIZATION FORM

Agency Name:	Los Angeles County Department of Public Health	Contract Number:	
Project Name:	Los Angeles Mommy and Baby Project	Contract Period:	September, 2008 – June 30, 2013

INSTRUCTIONS: Check the appropriate boxes below and then sign and submit two (2) completed original forms. The form will be considered incomplete if the Certification section is not signed by the agency's authorized signatory, as delegated by bylaws or corporate resolution. If applicable, a copy of the board resolution must be included with completed form.

ALL SIGNATURES MUST BE DONE IN BLUE FOR VERIFICATION PURPOSES.

AUTHORIZED SIGNATORY

Print Name: Shin Margaret Chao Title: Chief, Research, Evaluation and Planning Unit

Signature: _____ Date: _____

DOCUMENT(S) Authorized to sign: ☒ INVOICES ☒ REPORTS ☒ CONTRACT ☒ CONTRACT AMENDMENTS ☒ BUDGET & BUDGET AMENDMENTS

AUTHORIZED SIGNATORY

Print Name: _____ Title: _____

Signature: _____ Date: _____

DOCUMENT(S) Authorized to sign: ☐ INVOICES ☐ REPORTS ☐ CONTRACT ☐ CONTRACT AMENDMENTS ☐ BUDGET & BUDGET AMENDMENTS

AUTHORIZED SIGNATORY

Print Name: Belinda Snguan Title: Grants Manager

Signature: [Signature] Date: 7/9/08

DOCUMENT(S) Authorized to sign: ☒ INVOICES ☐ REPORTS ☐ CONTRACT ☐ CONTRACT AMENDMENTS ☒ BUDGET & BUDGET AMENDMENTS

AUTHORIZED SIGNATORY

Print Name: _____ Title: _____

Signature: _____ Date: _____

DOCUMENT(S) Authorized to sign: ☐ INVOICES ☐ REPORTS ☐ CONTRACT ☐ CONTRACT AMENDMENTS ☐ BUDGET & BUDGET AMENDMENTS

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SIGNATURE AUTHORIZATION IS PROVIDED TO AGENCY AUTHORIZED SIGNATORY BELOW:	<input type="checkbox"/> PER SECTION (INCLUDE SECTION NUMBER) _____ OF THE AGENCY'S BYLAWS <input type="checkbox"/> PER THE BOARD'S RESOLUTION (COPY ATTACHED)
GRANT AGREEMENT/AMENDMENTS WILL REQUIRE:	<input type="checkbox"/> ONE SIGNATURE PER BYLAWS OR <input type="checkbox"/> TWO SIGNATURES PER BYLAWS or AS A CORPORATION*

AGENCY AUTHORIZED SIGNATORY:

Name: JONATHAN E. FREEDMAN Title: DPH, Chief Deputy

Signature: _____ Date: _____

****AGENCY AUTHORIZED SIGNATORY:**

Name: Gary Izumi Title: Acting Division Chief, Contracts & Grants

Signature: _____ Date: _____

*If Grantee is a corporation, two (2) authorized signatories will be required on all documents submitted, unless specified in the organization's Bylaws or corporate resolution.

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USE NEW PAGE FOR ADDITIONAL AUTHORIZED SIGNATORIES ALL ADDITIONAL PAGES MUST BE SIGNED BY THE AGENCY'S AUTHORIZED SIGNATORY OR SIGNATORIES

**FEDERAL
IDENTIFICATION
NUMBER**



JONATHAN E. FIELDING, M.D., M.P.H.
Director and Health Officer

JONATHAN E. FREEDMAN
Acting Chief Deputy

313 North Figueroa Street, Room 708
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Maternal, Child, and Adolescent Health Programs

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BOARD OF SUPERVISORS

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July 8, 2008

The Federal Tax Identification Number for the Department of Health Services is
95-6000927.

A handwritten signature in black ink, appearing to read "Shin Margaret Chao". The signature is fluid and cursive, written over a horizontal line.

Shin Margaret Chao, Chief
Research, Evaluation, and Planning Unit
Maternal, Child, Adolescent Health
Programs

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF PUBLIC HEALTH

DEPT'S. NO. 295

November 17, 2008

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFORE

FISCAL YEAR 2008/09

4 VOTES

SOURCES:

Department of Public Health
A01 - PH - 88 - 8831 - 23450
State Other \$ 259,000
Increase Revenue

USES:

Department of Public Health
A01 - PH - 1000 - 23450
Salaries & Employee Benefits \$ 28,000
Increase Appropriation

Department of Public Health
A01 - PH - 2000 - 23450
Services & Supplies \$ 231,000
Increase Appropriation

Total \$ 259,000

Total \$ 259,000

JUSTIFICATION

To increase Salaries and Employee Benefits and Service & Supplies appropriation to support the Maternal, Child, and Adolescent Health Program's Los Angeles Mommy and Baby (LAMB) Project survey. This appropriation increase is fully funded by First 5 LA funds received under Grant Award Number 07337 with the State of California. There is no impact on Net County Cost.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

Nanette Herrera
Nanette Herrera
Division Chief, Controller's Division

CHIEF ADMINISTRATIVE OFFICER'S REPORT 16 FEB 17 2009

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY

NO. 079

NOV. 21 20 08

APPROVED AS REQUESTED

AS REVISED

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

BY

DEPUTY COUNTY CLERK

16 of FEB 17, 2009

Los Angeles County Chief Executive Office
Grant Management Statement for Grants Exceeding \$100,000

Department: Public Health Maternal, Child, & Adolescent Health Program

Grant Project Title and Description

APPROVAL TO ACCEPT A GRANT AWARD FROM FIRST 5 LA TO SUPPORT MATERNAL, CHILD, AND ADOLESCENT HEALTH PROGRAM'S LOS ANGELES MOMMY AND BABY PROJECT AND APPROVAL OF AN APPROPRIATION ADJUSTMENT

Funding Agency	Program (Fed. Grant #State Bill or Code #)	Grant Acceptance Deadline
First 5 LA	Notice of Grant Award 07337	N/A

Total Amount of Grant Funding: \$999,968

County Match Requirements:

Grant Period: DOBA-06/30/13

Begin Date: DOBA End Date: 06/30/13

Number of Personnel Hired Under this Grant:

Full Time 0

Part Time 2

Obligations Imposed on the County When the Grant Expires

Will all personnel hired for this program be informed this is a grant funded program? Yes ☒ No ☐

Will all personnel hired for this program be placed on temporary "N" items? Yes ☒ No ☐

Is the County obligated to continue this program after the grant expires Yes ☐ No ☒

If the County is not obligated to continue this program after the grant expires, the Department will:

a). Absorb the program cost without reducing other services Yes ☐ No ☒

b). Identify other revenue sources Yes ☐ No ☒

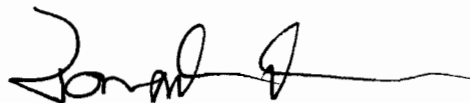
(Describe)

c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant Yes ☒ No ☐

Impact of additional personnel on existing space: None

Other requirements not mentioned above: None

Department Head
Signature



Date 11-20-08